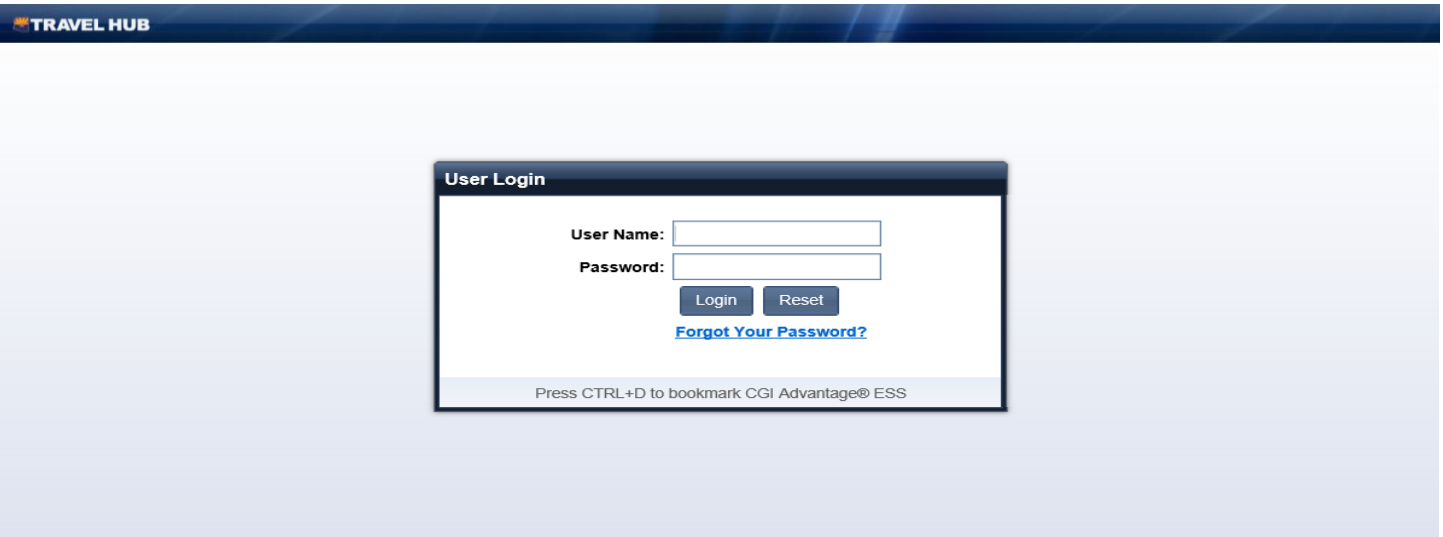


## Creating a Travel Expense Report in the Travel Hub

A Travel Expense Report is a formal request for reimbursement of travel taken on behalf of the State. Expense reports are submitted after travel is completed. This Quick Reference guide lists the steps to completing an Expense Report.

### Procedure: Creating a new Travel Expense Report

- A. Log in to the Travel Hub

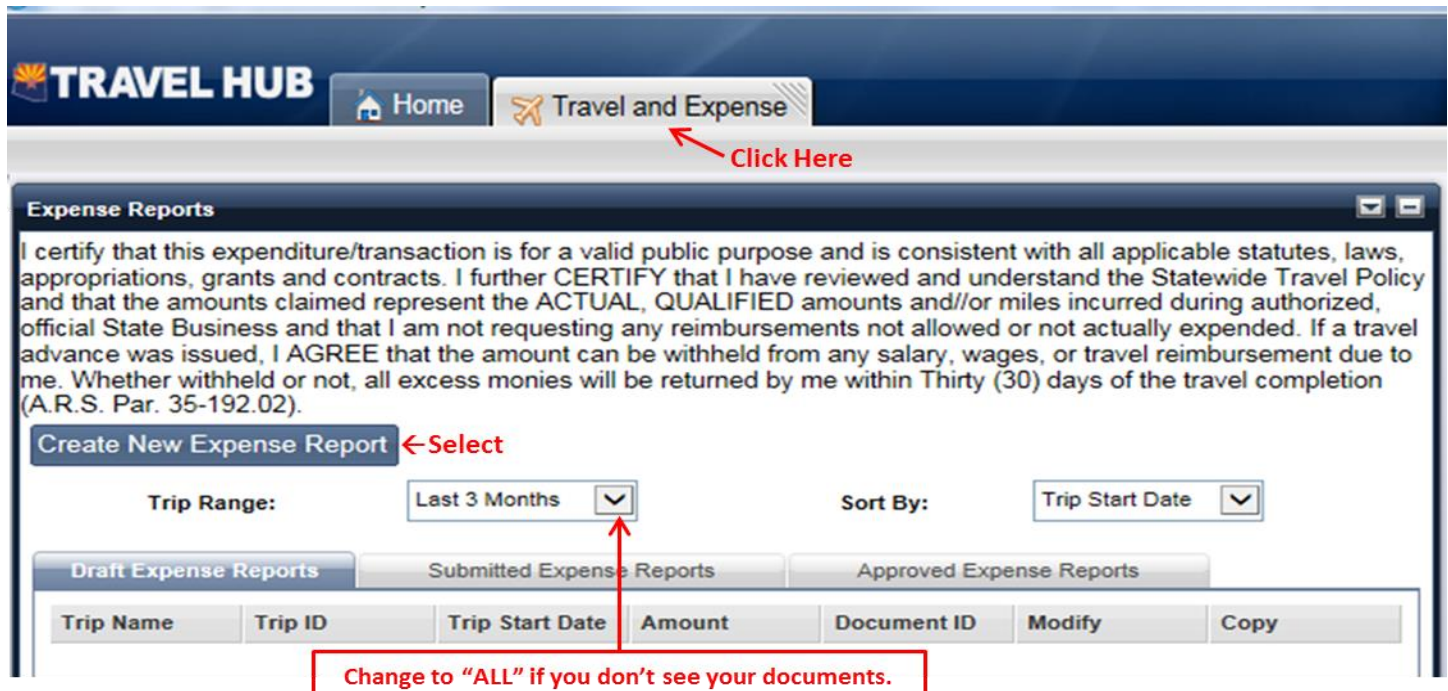


The screenshot shows the 'TRAVEL HUB' header at the top. Below it is a 'User Login' box with the following fields and buttons:

- User Name:
- Password:
- Login button
- Reset button
- [Forgot Your Password?](#)

At the bottom of the login box, it says: Press CTRL+D to bookmark CGI Advantage® ESS

- B. Click on the *Travel and Expense* tab.
- C. Click the *Create New Expense Report* button.



The screenshot shows the 'TRAVEL HUB' header with two tabs: 'Home' and 'Travel and Expense'. A red arrow points to the 'Travel and Expense' tab with the text 'Click Here'.

Below the tabs is the 'Expense Reports' section. It contains a large text area with a certification statement: 'I certify that this expenditure/transaction is for a valid public purpose and is consistent with all applicable statutes, laws, appropriations, grants and contracts. I further CERTIFY that I have reviewed and understand the Statewide Travel Policy and that the amounts claimed represent the ACTUAL, QUALIFIED amounts and/or miles incurred during authorized, official State Business and that I am not requesting any reimbursements not allowed or not actually expended. If a travel advance was issued, I AGREE that the amount can be withheld from any salary, wages, or travel reimbursement due to me. Whether withheld or not, all excess monies will be returned by me within Thirty (30) days of the travel completion (A.R.S. Par. 35-192.02).'

Below the certification is a button labeled 'Create New Expense Report' with a red arrow pointing to it and the text 'Select'.

Below the button are two dropdown menus: 'Trip Range:' with 'Last 3 Months' selected, and 'Sort By:' with 'Trip Start Date' selected. A red arrow points to the 'Last 3 Months' dropdown with the text 'Change to "ALL" if you don't see your documents.'

Below the dropdowns are three tabs: 'Draft Expense Reports', 'Submitted Expense Reports', and 'Approved Expense Reports'.

Below the tabs is a table with the following columns: Trip Name, Trip ID, Trip Start Date, Amount, Document ID, Modify, and Copy.

# Creating a Travel Expense Report in the Travel Hub

D. Enter the following in General Information Tab:

**Travel Expense Report**

**General Information** | Trip Details | Accounting

\* Traveler ID: 165790

Traveler Name: Estevan Carmona

Email Address: ESTEVAN.CARMONA@/

Send Email Notification: ☒ ← 1

\* Trip ID: ESSTRVL0000388

\* Trip Name: Safford ← 2

\* Purpose of Trip: Training ← 3

Destination Name: Safford, AZ, USA ← 4

City: Safford

State/Province: AZ

Country: USA

Traveler Department: AAA

Traveler Unit: A100

\* Travel Start Date: 02/13/2017 ← 5

Travel Start Time: 08:00 ← 6

\* Travel End Date: 02/15/2017 ← 7

Travel End Time: 17:00 ← 8

\* Travel Type: In-State ← 9

Final Trip Expense Report: ☐

Client-Related Travel: ☐

Multi-Segment Trip: ☐

Late Expense Report Explanation: ← 10

Actual Amount: 446.47

Save Submit Report Discard

1. If you would like to receive an email notification when your expense report has been approved, **click** the *Send Email Notification* box. The email will be sent to the email address displayed in the Email Address field directly above the box.
2. *Trip Name*: Enter a name that is unique to the trip and will be clear to someone reviewing the authorization. Check with your agency for any agency-specific naming conventions. [Agencies: provide any naming conventions desired, e.g., ways to identify high priority or timely action, travel dates, etc.]
3. *Purpose of Trip*. Describe the purpose of the trip so that it will be clear to someone reviewing the document.
4. *Destination Name*: Select the city you will be traveling to. You can start typing the city, which will display a listing of matching cities, or use the pick list to search for and select the city. The City, State and Country will fill in based upon your selection.
5. *Travel Start Date*: Use the date picker to select the first day of the trip.
6. *Travel Start Time*. Enter the start time of the trip using military time (i.e., 8:00 am = 8:00, 8:00 pm = 20:00)
7. *Travel End Date*: Use the date picker to select the last day of the trip.
8. *Travel End Time*. Enter the end time of the trip using military time. (i.e., 8:00 am = 8:00, 8:00 pm = 20:00)
9. *Travel Type*: Select the type of travel (in-state, out-of-state, both in and out of state, international) [Agencies: including any direction re: whether 100-mile radius is considered in-state.]
10. *Late Expense Report Explanation*: Required only if submitting the Expense Report late. See SAAM.

E. Click *Save*

# Creating a Travel Expense Report in the Travel Hub

## F. Click the *Trip Details* Tab

**Travel Expense Report**

General Information **Trip Details** Accounting

**Payment Information**

\* Payment Method: Out of Pocket  ← 1 Transaction ID Number:

**General Information**

\* Transaction Date: 02/13/2017  ← 2 Accounting Profile:

\* Start Date: 02/13/2017  Accounting Template:

\* End Date: 02/15/2017  Registration Due Date:

\* Expense Type: ISLO  ← 3 Receipt Required: ☒

Expense Name: In-State Lodging Receipt Explanation:

## G. Enter the following information. Some information may be required based upon the expense type. There is a quick reference guide that lists all of the expense types. The instructions below are the same for all expense types.

- Payment Method.** Select the method used to pay the expense (out of pocket, PCard (CTA), or Direct Pay.) This will usually be out of pocket. Note: If PCard (CTA) (Central Travel Account) or Direct Pay are selected, attach documentation showing the information regarding the purchased or paid travel arrangements. For example, you would attach the airfare quote or receipt for airfare purchased with the PCard (CTA). Note that the traveler is not reimbursed for expenses paid with the PCard (CTA) or Direct Pay.
- Transaction Date:** Use the date picker to select the first day of the trip.
  - Start Date and End Date will automatically fill from General Information Tab entry.
- Expense Type:** Select the type of expense (see the Expense Type Reference.) Required fields will vary, depending on the expense type selected. This guide will focus on entering the most common expense types - Airfare, Lodging, Conference Lodging, Meals, and Mileage.

❖ **PLEASE NOTE: YOU MUST CLICK "ADD A NEW LINE" FOR EVERY EXPENSE TYPE ADDED.**

	Expense Type	Name		Expense Type	Name
<a href="#">Select</a>	CHLD	DCS - Child Travel Exp	<a href="#">Select</a>	OCAF	Out-of-Country Airfare
<a href="#">Select</a>	IEDM	In-State Extended Day Meal	<a href="#">Select</a>	OCCR	Out-of-Country Car Rental
<a href="#">Select</a>	ISCC	In-State Common Carrier	<a href="#">Select</a>	OCLO	Out-of-Country Lodging
<a href="#">Select</a>	ISCL	In State Conference Lodging	<a href="#">Select</a>	OCNM	Out-of-Country Meals - Nontaxable
<a href="#">Select</a>	ISDM	In-State Same Day Meal	<a href="#">Select</a>	OCTM	Out-of-Country Meals - Taxable
<a href="#">Select</a>	ISLO	In-State Lodging	<a href="#">Select</a>	OSAF	Out-of-State Airfare
<a href="#">Select</a>	ISLT	In-State Lodging Taxes	<a href="#">Select</a>	OSCL	Out-of-State Conference Lodging
<a href="#">Select</a>	ISME	In-State Misc Expenses	<a href="#">Select</a>	OSCR	Out-of-State Car Rental
<a href="#">Select</a>	ISNM	In-State Meals - Nontaxable	<a href="#">Select</a>	OSLO	Out-of-State Non-Conf Lodging
<a href="#">Select</a>	MILE	Private Vehicle Mileage	<a href="#">Select</a>	OSLT	Out-of-State Lodging Taxes
<a href="#">Cancel</a>	<a href="#">First</a> <a href="#">Previous</a> <a href="#">Next</a> <a href="#">Last</a>		<a href="#">Cancel</a>	<a href="#">First</a> <a href="#">Previous</a> <a href="#">Next</a> <a href="#">Last</a>	

## Entering Airfare, Lodging, Meals and Mileage Expense Types:

### Procedure: Entering Airfare or other Common Carrier Charges

Airfare is added at the Trip Details screen. The Travel Hub provides blank detail lines to get started with whenever you first enter a Trip Details screen. This happens on the main Trip Details tab, as well as all Per Diem and mileage screens.

# Creating a Travel Expense Report in the Travel Hub

Use this line to enter your first trip detail, per diem, or mileage line rather than adding a new line immediately. After completing the “starter” line you can begin adding lines for additional detail.

H. You are at the Trip Details screen.

**Travel Expense Report**

General Information **Trip Details** Accounting

+ Add New Line   Mileage   Per Diem   Attach a Receipt   Attach a Quote

Transaction Date	Expense Type	Expense Name	Payment Method	Actual Expenses	Destination Name	Copy Line	Remove Line
03/07/2017	OSAF	Out-of-State Airfare	PCard				

**Payment Information**

\* Payment Method: PCard ← 1      Transaction ID Number:

**General Information**

\* Transaction Date: 03/07/2017 ← 2      Accounting Profile:

\* Start Date: 03/07/2017      Accounting Template:

\* End Date: 03/08/2017 } Auto Filled      Registration Due Date:

\* Expense Type: OSAF ← 4      Receipt Required: ☒

Expense Name: Out-of-State Airfare      Receipt Explanation:

Destination Name: SAN DIEGO, CA, USA } Auto Filled      Quote Required: ☒

City: SAN DIEGO      Expense Explanation: ← 7

State/Province: CA

Country: USA

Authorized Expenses:

\* Actual Expenses: ← 6

- I. If using the “starter” line, begin **entering** the following information. Otherwise, **click** the *Add New Line* link.
- J. Enter the expense information
  1. *Payment Method*: Select the method used to pay the expense (Out of Pocket, PCard (CTA), or Direct Pay.) This will usually be PCard (CTA). Note: if PCard (CTA) (Central Travel Account) or Direct Pay are selected, attach documentation showing the information regarding the purchased or paid travel arrangements. For example, you would attach the airfare quote for airfare purchased with the PCard (CTA). Note that the traveler is not reimbursed for expenses paid with the PCard (CTA) or Direct Pay.
  2. *Transaction Date*: Use the date picker to select the first day of the trip.
  3. *Start and End Date*. Verify that the Start and End Date fields match what was entered on the home screen.
  4. *Expense Type*. Select the appropriate airfare or common carrier expense type. For example:
    - ISAF – In-State Airfare
    - OSAF – Out-of-State Airfare
    - OCAF – Out-of-Country Airfare
  5. *Authorized Expenses*. This field will be populated with the pre-approved expense amount if a related Travel Authorization was completed. Otherwise, the field will be blank.
  6. *Actual Expenses*. Enter the actual airfare or common carrier charge.
  7. *Expense Explanation*. Enter the expense explanation, including the airline on which you flew.
- K. **Attach** the Receipt. To attach a Quote or Receipt, you would click the Browse button underneath Attach a

# Creating a Travel Expense Report in the Travel Hub

Receipt for receipt or the button underneath the Attach a Quote line in the Trip Details Tab. See below:

Travel Authorization

General Information | **Trip Details** | Accounting

+ Add New Line   Mileage   Per Diem

Attach a Receipt   Attach a Quote

Browse...   Browse...

Transaction Date	Expense Type	Expense Name	Payment Method	Authorized Expenses	Destination Name	Copy Line	Remove Line
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L. Click Save.

## Procedure: Entering Baggage Fees

Baggage fees are claimed as their own expense, separate from airfare or other common carrier fee.

The Travel Hub provides a blank detail line when you first enter a Trip Details screen. This happens on the main Trip Details tab as well as the Per Diem and Mileage screens. Use this line to enter your first trip detail, per diem, or mileage line rather than adding a new line immediately. After completing the “starter” line you can begin adding lines for additional detail.

A. You are at the Trip Details screen.

Travel Expense Report

General Information | **Trip Details** | Accounting

+ Add New Line   Mileage   Per Diem

Attach a Receipt   Attach a Quote

Browse...   Browse...

Transaction Date	Expense Type	Expense Name	Payment Method	Actual Expenses	Destination Name	Copy Line	Remove Line
03/07/2017	BAGS	Baggage Fees	Out of Pocket	50.00	SAN DIEGO, CA, USA		

**Payment Information**

\* Payment Method: Out of Pocket ← 1      Transaction ID Number:

**General Information**

\* Transaction Date: 03/07/2017 ← 2      Accounting Profile:

\* Start Date: 03/07/2017      Accounting Template:

\* End Date: 03/08/2017 } Auto Filled      Registration Due Date:

\* Expense Type: BAGS ← 4      Receipt Required: ☒

Expense Name: Baggage Fees      Receipt Explanation:

Destination Name: SAN DIEGO, CA, USA      Quote Required: ☐

City: SAN DIEGO      Expense Explanation: Fee for baggage ← 7

State/Province: CA

Country: USA

Authorized Expenses:

\* Actual Expenses: 50.00 ← 6

B. If using the “starter” line, begin **entering** the following information. Otherwise, **click** the *Add New Line* link.

C. Enter the expense information

## Creating a Travel Expense Report in the Travel Hub

1. **Payment Method:** Select the method used to pay the expense (out of pocket, PCard (CTA), or Direct Pay.) This will usually be out of pocket. Note: if PCard (CTA) (Central Travel Account) or Direct Pay are selected, attach documentation showing the information regarding the purchased or paid travel arrangements. For example, you would attach the airfare quote for airfare purchased with the PCard (CTA). **Note:** the traveler is not reimbursed for expenses paid with the PCard (CTA) or Direct Pay.
2. **Transaction Date:** Use the date picker to select the first day of the trip.
3. **Start and End Date.** Verify that the Start and End Date fields match what was entered on the home screen.
4. **Expense Type.** Select the Baggage Fees expense type.
5. **Authorized Expenses.** This field is only entered when creating a Travel Authorization. Enter the anticipated airfare or other common carrier charge.
6. **Actual Expenses.** This field is used for Expense Reports. Enter the actual baggage fee.
7. **Expense Explanation.** Enter the expense explanation, including the airline associated with the expense.

**D. Attach the Receipt.** To attach a Quote or Receipt, you would click the Browse button underneath Attach a Receipt for receipt or the button underneath the Attach a Quote line in the Trip Details Tab. See below:

Transaction Date	Expense Type	Expense Name	Payment Method	Actual Expenses	Destination Name	Copy Line	Remove Line

**E. Click Save.**

### Procedure: Entering Standard Lodging

Lodging is entered as an expense on the Trip Details screen. Once all trip detail information has been entered, you will click on the *Generate Per Diem Lines* button to create each day's lodging detail based upon the start and end dates of the trip. This Per Diem information will also need to be completed.

The Travel Hub provides a blank detail line when you first enter a Trip Details screen. This happens on the main Trip Details tab as well as the Per Diem and mileage screens. Use this "starter" line to enter your first trip detail, per diem, or mileage line rather than adding a new line immediately. After completing the "starter" line you can begin adding lines for additional detail.

**F. You are at the Trip Details screen.**

**G. If using the "starter" line, begin entering the following information. Otherwise, click the *Add New Line* link.**

**H. Enter the trip detail information**

1. **Payment Method:** Select the method used to pay the expense (out of pocket, PCard (CTA), or Direct Pay.) This will usually be out of pocket. Note: if PCard (CTA) (Central Travel Account) or Direct Pay are selected, attach documentation showing the information regarding the purchased or paid travel arrangements. For example, you would attach the airfare quote for airfare purchased with the PCard (CTA). Note that the traveler is not reimbursed for expenses paid with the PCard (CTA) or Direct Pay.
2. **Transaction Date.** Use the date picker to select the first day of the trip.
3. **Start and End dates.** These are the Start and End of the trip. Verify that these match what was entered on the home screen. If lodging expenses are not needed for all days of the trip, adjust the start and end dates accordingly.
4. **Expense Type.** Select the lodging expense type appropriate for your trip.
  - ISLO - In-State Lodging
  - OSLO – Out-of-State Non-Conf Lodging
  - OCLO – Out-of-Country Lodging

## Creating a Travel Expense Report in the Travel Hub

5. *Expense Explanation.* Enter the explanation, including the Start and End times for the travel, and the name of the hotel at which you stayed. [Agencies: include any additional information you would like entered in the explanation field, e.g., the address of the hotel.]

**Travel Expense Report**

General Information | **Trip Details** | Accounting

+ Add New Line   Mileage   Per Diem   Attach a Quote

Browse...   Browse...

Transaction Date	Expense Type	Expense Name	Payment Method	Actual Expenses	Destination Name	Copy Line	Remove Line
03/07/2017	ISLO	In-State Lodging	Out of Pocket				

**Payment Information**

\* Payment Method: Out of Pocket ← 1   Transaction ID Number:

**General Information**

\* Transaction Date: 03/07/2017 ← 2   Accounting Profile:

\* Start Date: 03/07/2017   Accounting Template:

\* End Date: 03/08/2017 } Auto Filled   Registration Due Date:

\* Expense Type: ISLO ← 4   Receipt Required: ☒

Expense Name: In-State Lodging   Receipt Explanation:

Destination Name: FLAGSTAFF, AZ, US   Quote Required: ☐

City: FLAGSTAFF   Expense Explanation: Holiday Inn Express ← 5

State/Province: AZ   **Generate Per Diem Lines** ← 7

Country: US

Authorized Expenses:

6. Click **Save** (NOTE: Button not displayed in image above).
7. Click the **Generate Per Diem** button. The Per Diem screen will open. Lines for lodging and the maximum allowable reimbursement on each day of the trip will already be populated.

I. Select the line you wish to work with.

**Travel Expense Report**

Per Diem

+ Add New Line   Highlighted line indicates where entry will be placed

Date	Destination Name	Lodging	Breakfast	Lunch	Dinner	Incidentals	Per Diem Amount	Claimed Amount	Remove Line
01/10/2017	Flagstaff, AZ, USA	true	false	false	false	false	83.00		
01/11/2017	Flagstaff, AZ, USA	true	false	false	false	false	83.00		

\* Date: 01/10/2017   1 - Click

Destination Name: Flagstaff, AZ, USA   3 - Click

Explanation:

Claimed Amount: ← 2 - Enter

Lodging: ☒   Breakfast: ☐

Lunch: ☐   Dinner: ☐

Incidentals: ☐

Click twice to save entries before leaving screen → **Calculate Per Diem**   **Back to Trip Details**

# Creating a Travel Expense Report in the Travel Hub

- J. Complete** the per diem information for each line.
1. *Click* the highlighted line on the top part of the screen to select the line you want to complete.
  2. *Claimed Amount*. Click into the *Claimed Amount* field to enter the lodging expense. Note: certain types of lodging taxes do not count against the maximum allowable rate. In such cases, you will enter those taxes separately, and should only enter the actual nightly charge for the hotel in the Per Diem Screen.
  3. **Click** the highlighted line again to save the entry.
- K. Repeat** Step J for each lodging line. When all lines are complete, proceed to Step J.
- L. Click** *Calculate Per Diem* to save the entries.
- M. Click Back to Trip Details**. The *Authorized Amount* field will be filled in on a Travel Authorization document. Both the *Authorized Amount* and the *Actual Amount* fields will be filled in on the Expense Report document, if the Expense Report was created from an approved Authorization.
- N. Attach** the Receipt. To attach a Quote or Receipt, you would click the Browse button underneath Attach a Receipt for receipt or the button underneath the Attach a Quote line in the Trip Details Tab. See below:
1. *Click* the highlighted line on the top part of the screen to select the line you want to complete.
  2. *Claimed Amount*. Click into the *Claimed Amount* field to enter the anticipated (Travel Authorization) lodging expense. Note: certain types of lodging taxes do not count against the maximum allowable rate. In such cases, you will enter those taxes separately, and should only enter the actual nightly charge for the hotel in the Per Diem Screen.
  3. **Click** the highlighted line again to save the entry.

Transaction Date	Expense Type	Expense Name	Payment Method	Actual Expenses	Destination Name	Copy Line	Remove Line

- O. Click Save**.

## Procedure: Entering Conference Lodging

Conference lodging is its own expense type and is handled differently than standard lodging. For example, conference lodging goes through an additional approval process, the conference brochure must be attached to the Travel Authorization and to the Expense Report, and the travel document must indicate whether the lodging being requested/claimed is equal to/below or above the single-occupancy conference brochure rate.

For conference lodging, the Travel Reviewer must do an additional step in AFIS. The Travel Reviewer must fill in one of two fields: either "Claimed amount is less/equal to Brochure" or "Claimed amount is greater than brochure," as appropriate for the lodging costs which is located on the Header Page and the Extended Description Tab. Additional approvals are triggered from the entries in the fields.

# Creating a Travel Expense Report in the Travel Hub

P. You are at the Trip Details screen.

**Travel Expense Report**

General Information | **Trip Details** | Accounting

+ Add New Line | Mileage | Per Diem | Attach a Receipt | Attach a Quote

Transaction Date	Expense Type	Expense Name	Payment Method	Actual Expenses	Destination Name	Copy Line	Remove Line
01/17/2017	OSCL	Out-of-State Conference Lodging	Out of Pocket		SAN DIEGO, CA, USA		

**Payment Information**

\* Payment Method: Out of Pocket ← 1      Transaction ID Number:

**General Information**

\* Transaction Date: 01/17/2017 ← 2      Accounting Profile:

\* Start Date: 01/17/2017      Accounting Template:

\* End Date: 01/20/2017 } Auto Filled      Registration Due Date:

\* Expense Type: OSCL ← 4      Receipt Required: ☒      Receipt Explanation:

Expense Name: Out-of-State Conference      Receipt Explanation:

Destination Name: SAN DIEGO, CA, USA      ASPA Conference      Quote Required: ☐      Expense Explanation: ← 5

City: SAN DIEGO      City:

State/Province: CA      State/Province:

Country: USA      Country:

**Generate Per Diem Lines** ← 7

Q. If using the “starter” line, begin entering the following information. Otherwise, **click** the *Add New Line* link.

R. Enter the trip detail information

1. **Payment Method:** Select the method used to pay the expense (out of pocket, PCard (CTA), or Direct Pay.) This will usually be out of pocket. Note: If PCard (CTA) (Central Travel Account) or Direct Pay are selected, attach documentation showing the information regarding the purchased or paid travel arrangements. For example, you would attach the lodging quote for conference lodging purchased with the PCard (CTA). Note that the traveler is not reimbursed for expenses paid with the PCard (CTA) or Direct Pay.
2. **Transaction Date.** Use the date picker to select the first day of the trip.
3. **Start and End date dates.** These are the Start and End of the trip. Verify that these match what was entered on the home screen.
4. **Expense Type.** Select the lodging taxes expense type appropriate for your trip. For example:
  - ISCL – In-State Conference Lodging
  - OSCL - Out-of-State Conference Lodging
  - OCCL – Out-of-Country Conference Lodging
5. **Expense Explanation.** Enter the explanation, including the Start and End times for the travel, and the name of the hotel at which you stayed. [Agencies: include any additional information you would like entered in the explanation field, e.g., the address of the hotel.]
6. **Click Save.**
7. **Click the Generate Per Diem button.** The Per Diem screen will open. Lines for lodging and the maximum allowable reimbursement for each day of lodging will already be populated.

# Creating a Travel Expense Report in the Travel Hub

**Travel Expense Report**

**Per Diem**  
 Add New Line

Date	Destination Name	Lodging	Breakfast	Lunch	Dinner	Incidentals	Per Diem Amount	Claimed Amount	Remove Line
01/17/2017	San Diego, CA, USA	true	false	false	false	false	162.00		
01/18/2017	San Diego, CA, USA	true	false	false	false	false	162.00		
01/19/2017	San Diego, CA, USA	true	false	false	false	false	162.00		

\* Date:

Destination Name:

Explanation:

Claimed Amount:  ← 2 - Enter

3 - Click

Lodging: ☒  
 Breakfast: ☐  
 Lunch: ☐  
 Dinner: ☐  
 Incidentals: ☐

Click twice to save entries before leaving screen → **Calculate Per Diem** **Back to Trip Details**

**S. Complete** the per diem information for each line.

1. *Click* the highlighted line on the top part of the screen to select the line you want to complete.
2. *Claimed Amount.* Click into the *Claimed Amount* field to enter the anticipated (Travel Authorization) lodging expense. Note: certain types of lodging taxes do not count against the maximum allowable rate. In such cases, you will enter those taxes separately, and should only enter the actual nightly charge for the hotel in the Per Diem Screen.
3. **Click** the highlighted line again to save the entry.

**T. Repeat** Step S for each lodging line. When all lines are complete, proceed to Step U.

**U. Click** *Calculate Per Diem* to save the information you have entered.

**V. Click** *Back to Trip Details*. Both the *Authorized Amount* and the *Actual Amount* fields will be filled in on the Expense Report document, if the Expense Report was created from an approved Travel Authorization.

**W. Attach** the Brochure and Receipt. To attach a Quote or Receipt, you would click the Browse button underneath Attach a Receipt for receipt or the button underneath the Attach a Quote line in the Trip Details Tab. See below:

**Travel Expense Report**

General Information **Trip Details** Accounting

Add New Line Mileage Per Diem

Attach a Receipt Attach a Quote

Browse...

Transaction Date	Expense Type	Expense Name	Payment Method	Actual Expenses	Destination Name	Copy Line	Remove Line

**X. Click** *Save*.

# Creating a Travel Expense Report in the Travel Hub

## Procedure: Entering Meals with an Overnight Stay

Meals and Incidentals are entered as an expense on the Trip Details screen. Once all trip detail information has been entered, you will click on the Generate Per Diem lines to create each day's meals and incidentals detail based upon the start and end dates of the trip. This Per Diem information will also need to be completed.

The Travel Hub provides a blank detail line when you first enter a Trip Details screen. This happens on the main Trip Details tab as well as the Per Diem and Mileage screens. Use this line to enter your first trip detail, per diem, or mileage line rather than adding a new line immediately. After completing the "starter" line you can begin adding lines for additional detail.

A. You are at the Trip Details screen.

Transaction Date	Expense Type	Expense Name	Payment Method	Actual Expenses	Destination Name	Copy Line	Remove Line
02/13/2017	ISLO	In-State Lodging	Out of Pocket	182.00	Safford, AZ, USA		
02/13/2017	ISNM	In-State Meals - Overnight - Nontax	Out of Pocket	127.50	Safford, AZ, USA		
02/13/2017	MILE	Private Vehicle Mileage	Out of Pocket	136.97	Safford, AZ, USA		

**Payment Information**

\* Payment Method:  ← 1

Transaction ID Number:

**General Information**

\* Transaction Date:  ← 2

\* Start Date:  ← 3

\* End Date:  ← 4

\* Expense Type:  ← 5

Expense Name:

Destination Name:  ← 6

City:

State/Province:

Country:

Accounting Profile:

Accounting Template:

Registration Due Date:

Receipt Required: ☐

Receipt Explanation:

Quote Required: ☐

Expense Explanation:  ← 7

← 7

If using the "starter" line, begin entering the following information. Otherwise, click the *Add New Line* link. The highlighted line indicates which expense type you are entering information for.

### B. Enter the trip detail information

1. *Payment Method*: Select the payment method.
2. *Transaction Date*. Use the date picker to select the day of the transaction. We recommend entering the date of the first day of the trip.
3. *Start and End* dates. These are the Start and End of the trip. Verify that these match what was entered on the home screen.
4. *Expense Type*. Select the meal expense type appropriate for your trip.
  - ISNM – In-State Meals – Non Taxable - Meals with Overnight Stay
  - OSNM – Out-of-State Meals – Overnight - Meals with Overnight Stay
  - OCNM – Out-of-Country Meals – Nontaxable - Meals with Overnight Stay
5. *Expense Explanation*. Enter the explanation, including the Start and End times for the travel. This field is required. [Agencies: include any specific information you would like entered in the explanation field.]

## Creating a Travel Expense Report in the Travel Hub

6. Click **Save**.
7. Click the **Generate Per Diem** button. The Per Diem screen will open. Lines for meals and incidentals and the maximum allowable reimbursement on each day of the trip will already be populated.

**Travel Expense Report**

**Per Diem**

**Add New Line**

Highlighted line indicates where entry will be placed

Date	Destination Name	Lodging	Breakfast	Lunch	Dinner	Incidentals	Per Diem Amount	Claimed Amount	Remove Line
01/17/2017	Tucson, AZ, USA	false	true	true	true	true	36.75		
01/18/2017	Tucson, AZ, USA	false	true	true	true	true	36.75		

\* Date: 01/17/2017

Destination Name: Tucson, AZ, USA

Explanation:

Claimed Amount:

Lodging: ☐

Breakfast: ☒

Lunch: ☒

Dinner: ☒

Incidentals: ☒

Click twice to save entries before leaving screen → **Calculate Per Diem** **Back to Trip Details**

Click if meal(s) are unchecked

1 - Uncheck meals that are provided

4 - Click

C. Select the line you wish to work with.

D. **Uncheck** the boxes for any meals that you will be provided with on that day. For example, a hotel may provide breakfast: you would uncheck "Breakfast" for the days on which you are staying at the hotel. It is not necessary to uncheck meals that you eat at home on the first and last days of travel.

1. If you unchecked any meals, **click Calculate Per Diem** to display the recalculated per diem amounts. Otherwise, continue to the next step.

E. Enter the meal and incidentals information:

2. *Expense Explanation*. Enter information about any incidentals being claimed. The field is optional.
3. *Claimed Amount*. Enter the actual amount of meals and incidentals to be requested (Travel Authorization) or claimed (Expense Report.) There are many considerations when calculating what amount to claim for meals.
4. **After** you've entered the claimed amount, then you will click the Per Diem line you are working on to populate the claimed amount entered. Note that the system will not allow you to submit a claim with a claimed amount that is higher than the per diem.
5. **Click** the per diem line again to save the record.

F. **Repeat** steps C-E for each day's meals.

G. Click **Calculate Per Diem**.

H. Click **Back to Trip Details**.

I. If your agency requires meal receipts, **attach** the receipts under the Receipts area. To attach a Quote or Receipt, you would click the Browse button underneath Attach a Receipt for receipt or the button underneath the Attach a Quote line in the Trip Details Tab. See below:

**Travel Expense Report**

General Information **Trip Details** Accounting

**Add New Line** **Mileage** **Per Diem**

**Attach a Receipt** **Attach a Quote**

**Browse...** **Browse...**

Transaction Date	Expense Type	Expense Name	Payment Method	Actual Expenses	Destination Name	Copy Line	Remove Line

# Creating a Travel Expense Report in the Travel Hub

J. Click *Save*.

## Procedure: Entering Meals without an Overnight Stay

The meal reimbursement rules for same-day travel (i.e., travel without an overnight stay) are somewhat different than meals for overnight trips.

- If in travel status for up to 12 hours, you are eligible for up to \$13 in meal reimbursement.
- If in travel status for more than 12 hours, you are eligible for up to \$20 in meal reimbursement. You will need to attach documentation of being in travel status for more than 12 hours.

See SAAM Topic 50, Section 25 Meals and Incidentals for more information.

A. You are at the Trip Details screen.

B. If using the “starter” line, begin entering the following information. Otherwise, **click** the *Add New Line* link.

C. **Enter** the trip detail information

1. *Payment Method*: Select the payment method. This will be Out of Pocket.
2. *Transaction Date*. Use the date picker to select the day of the transaction. **If you have multiple same-day meal expenses, you will need to create one expense line for each meal. Give each line a different transaction date.**
3. *Start and End dates*. These are the Start and End of the trip.
4. *Expense Type*. Select the meal expense type appropriate for your trip. For example:
  1. ISDM – In-State Same Day Meal
  2. IEDM – In-State-Extended Day Meal
5. *Expense Explanation*. Enter the explanation, including the Start and End times for the travel. This field is required. **Note: Start and End times will determine your eligibility for meals. The document may be rejected if you do not provide this information.** [Agencies: include any specific information you would like entered in the explanation field.]
6. *Actual Amount*. Enter the lower of the actual amount spent on meals and incidentals or \$13 (up to 12 hours in travel status) or \$20 (more than 12 hours in travel status).

D. Click *Save*.

**Travel Expense Report**

General Information | **Trip Details** | Accounting

+ Add New Line | Mileage | Per Diem | Attach a Receipt | Attach a Quote

Transaction Date	Expense Type	Expense Name	Payment Method	Actual Expenses	Destination Name	Copy Line	Remove Line
01/17/2017	ISDM	In-State Same Day Meal	Out of Pocket		Tucson, AZ, USA		

**Payment Information**

\* Payment Method: Out of Pocket ← 1

Transaction ID Number:

**General Information**

\* Transaction Date: 01/17/2017 ← 2

\* Start Date: 01/17/2017 ← 3

\* End Date: 01/17/2017 Auto Filled

\* Expense Type: ISDM ← 4

Expense Name: In-State Same Day Meal

Destination Name: Tucson, AZ, USA

City: Tucson

State/Province: AZ

Country: USA

Authorized Expenses: 0.00

\* Actual Expenses: ← 6

Accounting Profile:

Accounting Template: APPROPRIATION

Registration Due Date:

Receipt Required: ☐

Receipt Explanation:

Quote Required: ☐

Expense Explanation: ← 5

# Creating a Travel Expense Report in the Travel Hub

## Procedure: Entering Personally Owned Vehicle (POV) Mileage

Mileage is entered as an expense on the Trip Details screen. Once all trip detail information has been entered, you will click on the Mileage link to enter the details for each drive during the trip.

The Travel Hub provides blank detail lines to get started with whenever you first enter a Trip Details screen. This happens on the main Trip Details tab, as well as all Per Diem and mileage screens. Use this line to enter your first trip detail, per diem, or mileage line rather than adding a new line immediately. After completing the “starter” line you can begin adding lines for additional detail.

A. You are at the Trip Details screen.

Transaction Date	Expense Type	Expense Name	Payment Method	Actual Expenses	Destination Name	Copy Line	Remove Line
02/13/2017	ISLO	In-State Lodging	Out of Pocket	182.00	Safford, AZ, USA		
02/13/2017	ISNM	In-State Meals - Overnight - Nontax	Out of Pocket	127.50	Safford, AZ, USA		
02/13/2017	MILE	Private Vehicle Mileage	Out of Pocket	136.97	Safford, AZ, USA		

**Payment Information**

\* Payment Method: Out of Pocket ← 1

Transaction ID Number:

**General Information**

\* Transaction Date: 02/13/2017 ← 2

\* Start Date: 02/13/2017

\* End Date: 02/15/2017 } Auto Filled

\* Expense Type: MILE ← 4

Expense Name: Private Vehicle Mileage

Destination Name: Safford, AZ, USA

City: Safford

State/Province: AZ

Country: USA

Accounting Profile:

Accounting Template:

Registration Due Date:

Receipt Required: ☐

Receipt Explanation:

Quote Required: ☐

Expense Explanation: POV Mileage ← 5

B. If using the “starter” line, begin entering the following information. Otherwise, click the *Add New Line* link. The highlighted line indicates which expense type you are entering information for.

C. **Complete** the mileage trip detail information.

1. *Payment Method*. Select “Out of Pocket” from the drop-down list.
2. *Transaction Date*. Use the date picker to select the day of the transaction. We recommend entering the date of the first day of the trip.
3. *Start and End date* dates. These are the Start and End of the trip and are auto-filled. Verify that these match what was entered on the home screen.
4. *Expense Type*. Select the mileage expense type appropriate for your trip.
5. *Expense Explanation*. Enter the explanation, which needs to include your post of duty. [Agencies: include any specific information you would like entered in the explanation field, e.g., driver’s license, commute miles, etc. This information can be provided here or in the Explanation field in the Mileage details screen.]

D. Click **Save**.

# Creating a Travel Expense Report in the Travel Hub

E. Click the *Mileage* link. The Mileage screen will open.

Travel Expense Report

Mileage

+ Add New Line

Date	Start Location	End Location	Calculated Mileage	Mileage	Mileage Rate	Mileage Amount	Copy Line	Remove Line

\* Date:  ← 1

\* Start Location:  ← 2

\* End Location:  ← 3

Explanation:  ← 4

Round Trip: ☐

Calculated Mileage:

\* Mileage:  ← 6

Mileage Rate:

Mileage Amount:

[Back to Trip Details](#) [Calculate Mileage](#) ← 5

- F. **Enter** details for each drive taken. If using the “starter” line, begin entering the following information. Otherwise, click the *Add New Line* link.
- G. *Date*. Select the date you drove using the Date Picker
- H. *Starting Location*. Enter the starting location. You have options for how to enter this information.
- Enter the exact street address. This is the preferred method.
  - Enter the Zip Code. Mileage will be calculated from the center of the zip code. If this option is selected, you will need to manually calculate actual mileage using odometer readings and enter it to the Actual Mileage field.
  - Enter the City. Mileage will be calculated from the center of the city. If this option is selected, you will need to manually calculate actual mileage using odometer readings and enter it to the Actual Mileage field.
- I. *End Location*. Enter the end location. You have the same options for entry as above.
- J. *Expense Explanation*. If the actual mileage is different from the calculated mileage, you must enter an explanation. If there is a significant difference, such as for a major detour, attach supporting documentation, such as a print-out of a MapQuest or Google Maps, or electronic copy of odometer readings to the Trip Details for the Mileage expense.
- K. **Click** *Calculate Mileage*. The system will calculate the miles between the *Start* and *End Locations*.
- L. **Mileage Enter** the actual miles claimed only when you have to make a change for the deduction of commute miles or when using the odometer reading for uncharted territory.
- d. Options: Agency select the method they want to use
- e. Option 1 - If your commute miles are more than the miles for your first trip of the day and would result in 0 or a negative, reduce the mileage for the first trip down to 1 mile. Reduce the next trip by the remaining commute miles, leaving at least 1 mile. If necessary, continue reducing trips until all commute miles are accounted for.
- f. Option 2 - Don't enter any lines until get to point where commute miles have been satisfied. Attach a document showing any mileage under the commute miles.
- M. **Click** *Calculate Mileage* again.
- N. **Repeat** steps K through R for as many individual “drives” you completed.
- O. **Click** *Back to Trip Details*.
- P. **Click** *Save*.

Tip: You may receive a warning that the actual miles do not match the calculated miles. The warning will appear if you deducted commute miles, had to take a detour, etc. This is just a warning and will not keep you from submitting the travel document.

## Creating a Travel Expense Report in the Travel Hub

Date	Start Location	End Location	Calculated Mileage	Mileage	Mileage Rate	Mileage Amount	Copy Line	Remove Line
03/07/2017	150 N 18th Ave Phoenix, AZ 85007-3200	2500 S 17th Ave Safford, AZ 85546-3700	168.3380	168.3380	0.445	74.91		
03/08/2017	2500 S 17th Ave Safford, AZ 85546-3700	4158 E Sundance Ave Gilbert, AZ 85297-6603	147.7670	112.7670	0.445	50.18		

\* Date: 03/07/2017

\* Start Location: 150 N 18th Ave Phoenix, AZ 85007-3200

\* End Location: 2500 S 17th Ave Safford, AZ 85546-3700

Explanation: Office to training site

Round Trip: ☐

Calculated Mileage: 168.3380

\* Mileage: 168.3380

Mileage Rate: 0.445

Mileage Amount: 74.91

[Back to Trip Details](#) [Calculate Mileage](#)

Date	Start Location	End Location	Calculated Mileage	Mileage	Mileage Rate	Mileage Amount	Copy Line	Remove Line
03/07/2017	150 N 18th Ave Phoenix, AZ 85007-3200	2500 S 17th Ave Safford, AZ 85546-3700	168.3380	168.3380	0.445	74.91		
03/08/2017	2500 S 17th Ave Safford, AZ 85546-3700	4158 E Sundance Ave Gilbert, AZ 85297-6603	147.7670	112.7670	0.445	50.18		

\* Date: 03/08/2017

\* Start Location: 2500 S 17th Ave Safford, AZ 85546-3700

\* End Location: 4158 E Sundance Ave Gilbert, AZ 85297-6603

Explanation: Deducted 35 | commute miles.

Round Trip: ☐

Calculated Mileage: 147.7670

\* Mileage: 112.7670

Mileage Rate: 0.445

Mileage Amount: 50.18

[Back to Trip Details](#) [Calculate Mileage](#)

Changes in mileage are shown here

Mileage  
+ Add New Line

Date	Start Location	End Location	Calculated Mileage	Mileage	Mileage Rate	Mileage Amount	Copy Line	Remove Line
02/13/2017	100 N 15th Ave Phoenix, AZ 85007-2608	230 N 1st Ave Phoenix, AZ 85003-1706	1.1460	1.1460				

\* Date: 02/13/2017

\* Start Location: 100 N 15th Ave Phoenix, AZ 85007-2608

\* End Location: 230 N 1st Ave Phoenix, AZ 85003-1706

Explanation:

Round Trip: ☐

Calculated Mileage: 1.1460

\* Mileage: 1.1460

Mileage Rate:

Mileage Amount:

[Back to Trip Details](#) [Calculate Mileage](#)

If these boxes are empty, the "MILE" expense type was not selected in the previous screen

## Creating an Expense Report from an Approved Authorization

- Log in to the Travel Hub
- Click on the *Travel and Expense* tab.
- In the Travel Authorization widget, click *Approved Authorizations*.
- Find the Authorization you wish to use to create the Expense Report.
- Click the *Create Expense Report* icon to the right of the Authorization.

# Creating a Travel Expense Report in the Travel Hub

**Travel Authorizations**

Travel Authorization Requests are required for all out of state travel and may also be required by your agency for other types of travel.

[Create Travel Authorization](#)

Employee Proxy:  Trip Range:  Sort By:

[Draft Authorizations](#) [Submitted Authorizations](#) [Approved Authorizations](#)

Trip Name	Trip ID	Trip Start Date	Amount	Advance	View	Modify	Copy	Create Expense Report
USPA Conference	TRVL0000000303	01/09/2017	713.00	N				

- F. **Verify** that the General Information is correct.
- G. **Click** the *Trip Details* tab
- H. **Complete** the actuals fields for all Trip Detail information.
  1. **For Lodging, Meal and any other expenses that have per diems**
    - a. **Click** the *Per Diem* link at the top of the screen. (NOT Generate Per Diem Lines)
    - b. **Click** the first line.
    - c. **Enter** the actual amount.
    - d. **Click** the line again.
    - e. **Repeat** for each per diem line.
    - f. When all lines are completed, **click** *Calculate Per Diem*.
    - g. **Click** the *Back to Trip Details* button.
    - h. **Click** *Save*.
  2. **For Mileage**
    - a. **Click** the *Mileage* Link.
    - b. **Click** the first line or click the *Add New Line* link.
    - c. **Enter** the actual miles traveled, less any commute miles.
    - d. **Click** the line again.
    - e. **Repeat** for each mileage line.
    - f. When all lines are completed, **click** *Calculate Mileage*.
    - g. **Click** *Back to Trip Details*.
    - h. **Click** *Save*.
  3. **For All Other Types**
    - a. Enter the actual amount spent in the Actual Expenses field.
    - b. **Click** *Save*.
- I. **Attach** any required receipts. A receipt is required if the Receipt required box is checked or if your agency has required it. [Agency enter receipt requirements]
- J. **Add** any expense types that were incurred but not part of the original authorization.
- K. **Click** *Save*.
- L. **Click** *Submit* to submit the request to the next step in the process, or close the window to save the document to edit and submit later.

# Creating a Travel Expense Report in the Travel Hub

## Procedure: Modifying an existing Expense Report

You can save an Expense Report in progress and come back to it later. You might also need to modify an Expense Report if the document has been rejected by an up-line reviewer or approver. In both cases, the document will appear on the Draft tab under in the Travel Hub.

- A. **Log in** to the Travel Hub
- B. **Click** the *Travel and Expense* tab.
- C. **Click** the *Draft Expense Reports* tab.
- D. **Find** the Expense Report you wish to modify.
- E. **Click** the *Modify* icon (pencil icon to the right of the Trip Name).
- F. **Edit** the Expense Report as needed.
- G. **Click** *Save*
- H. **Click** *Submit* to submit the report to the next step in the process, or close the window to save the document to edit and submit later.

## Procedure: Submitting a Late Expense Report

Expense Reports should be submitted within five days of returning from a trip, but definitely no more than two months after your return. If you are submitting an Expense Report more than two months after your return, you must provide an explanation in the Late Expense Report Explanation field. Additional approvals may be necessary, depending upon the degree of lateness.

Travel Claim Filed Months after Travel	Approved By
More than two but less than three	The Traveler <b>and</b> The Traveler's Supervisor or Manager
Three or more, but less than five	The Traveler <b>and</b> The Traveler's Supervisor or Manager <b>and</b> The Traveler's Agency Head or CFO
Five or more	The Traveler <b>and</b> The Traveler's Supervisor or Manager <b>and</b> The Traveler's Agency Head or CFO <b>and</b> the State Comptroller

- A. **Create** an Expense Report.
- B. **Enter** the explanation for why the Expense Report is being submitted late in the *Late Expense Report Explanation* field.
- C. **Attach** any documentation in support of the explanation (optional).
- D. **Complete** and **submit** the Expense Report as normal.

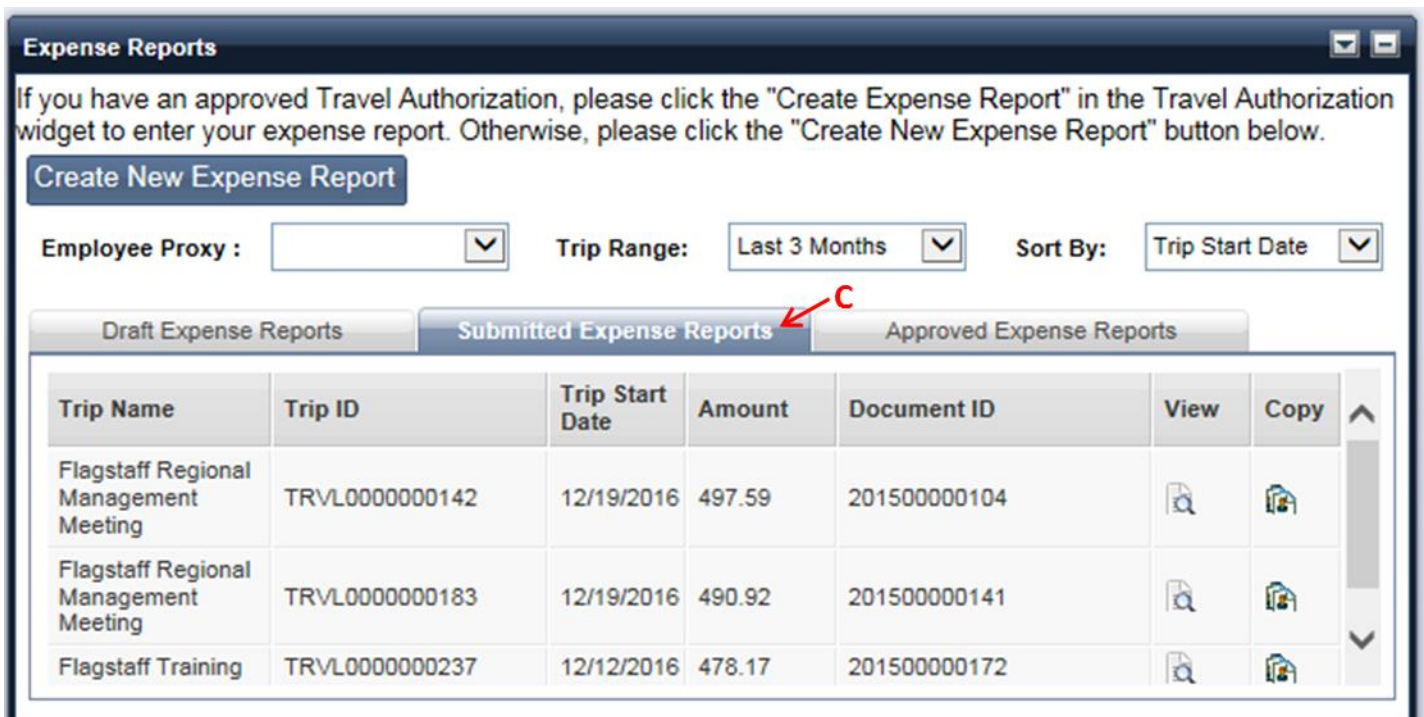
## Creating a Travel Expense Report in the Travel Hub

### Procedure: Viewing Submitted and Approved Expense Reports, Payments

Once you have submitted an Expense Report, it will progress through a series of approvals. Reports which you have submitted that are still in the approval process will appear on the Submitted Expense Reports tab; Reports that have been approved will appear on the Approved Expense Reports tab. Approved reports will remain on the Approved Expense Reports tab even after payment has been made.

The Pending Payments widget shows, by expense type, the payments which have been approved and will be paid in your next reimbursement payment. Once the payment has been made, the pending amounts will disappear from the widget; however, the Expense Report that was being paid will still appear in the Approved Expense Report area.

- A. Log in to the Travel Hub
- B. Click the *Travel and Expense* tab.
- C. Click the *Submitted Expense Reports* tab to view Reports that you have submitted that are still in the approval process.



The screenshot shows the "Expense Reports" window. At the top, there is a message: "If you have an approved Travel Authorization, please click the 'Create Expense Report' in the Travel Authorization widget to enter your expense report. Otherwise, please click the 'Create New Expense Report' button below." Below this message is a button labeled "Create New Expense Report".

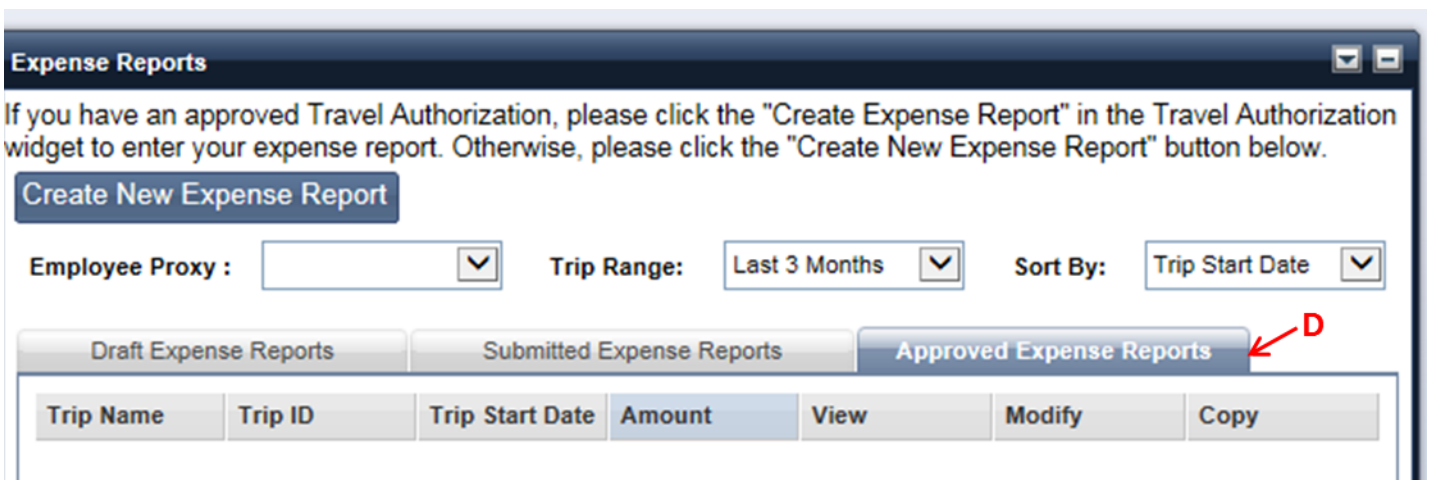
Below the button are three dropdown menus: "Employee Proxy" (empty), "Trip Range" (set to "Last 3 Months"), and "Sort By" (set to "Trip Start Date").

Below the dropdowns are three tabs: "Draft Expense Reports", "Submitted Expense Reports" (selected, with a red arrow labeled 'C' pointing to it), and "Approved Expense Reports".

Below the tabs is a table with the following data:

Trip Name	Trip ID	Trip Start Date	Amount	Document ID	View	Copy
Flagstaff Regional Management Meeting	TRVL0000000142	12/19/2016	497.59	201500000104		
Flagstaff Regional Management Meeting	TRVL0000000183	12/19/2016	490.92	201500000141		
Flagstaff Training	TRVL0000000237	12/12/2016	478.17	201500000172		

- D. Click the *Approved Expense Reports* tab to view Authorizations that have been approved through the approval process.



The screenshot shows the "Expense Reports" window. At the top, there is a message: "If you have an approved Travel Authorization, please click the 'Create Expense Report' in the Travel Authorization widget to enter your expense report. Otherwise, please click the 'Create New Expense Report' button below." Below this message is a button labeled "Create New Expense Report".

Below the button are three dropdown menus: "Employee Proxy" (empty), "Trip Range" (set to "Last 3 Months"), and "Sort By" (set to "Trip Start Date").

Below the dropdowns are three tabs: "Draft Expense Reports", "Submitted Expense Reports", and "Approved Expense Reports" (selected, with a red arrow labeled 'D' pointing to it).

Below the tabs is a table with the following data:

Trip Name	Trip ID	Trip Start Date	Amount	View	Modify	Copy
-----------	---------	-----------------	--------	------	--------	------